

## **6 FAH-6 H-400 ASSESSMENT OF SKILL AND TRAINING**

### **6 FAH-6 H-410 GENERAL**

*(TL:AQM-1; 11-20-2003)*  
*(Office of Origin: A/OPE)*

### **6 FAH-6 H-411 PURPOSE**

*(TL:AQM-1; 11-20-2003)*

The development of a professional acquisition workforce depends on first assessing employees' current skills and then providing both formal classroom training and on-the-job training to expand or enhance those skills.

### **6 FAH-6 H-412 EMPLOYEE INTERVIEW**

*(TL:AQM-1; 11-20-2003)*

Supervisors of acquisition personnel (whether U.S. Citizens or Foreign Service nationals) should conduct an employee interview with each subordinate who performs acquisition duties within the first 30 days of duty for new employees. The purpose of the interview is to determine areas in which the employee is currently proficient and where additional training is necessary. Supervisors should review employee's skills and needs on an annual basis during the IDP process.

### **6 FAH-6 H-413 INDIVIDUAL DEVELOPMENT PLAN (IDP)**

*(TL:AQM-1; 11-20-2003)*

a. At the conclusion of the employee interview, the supervisor and employee must jointly develop and sign an IDP. The IDP should include all education required by law (Section 4307 of the Federal Acquisition Reform Act) and all mandatory Department of State acquisition training. Completing the training and developmental assignments set forth in an IDP should help employees develop proficiency in the 71 skills described in the Federal Acquisition Institute's Contract Specialist Training Blueprints.

b. Heads of contracting activities must use Form DS-1911, *Individual Development Plan for Acquisition Personnel*, and Form DS-1911A, *Individual Development Plan for Acquisition Personnel—Training and On-the-Job Development*, available on the Directives website at <http://arpsdir.a.state.gov/> for purposes of documenting career development and collecting career management information. These forms were developed to collect the key information necessary to track the completion of training and related activities by contracting personnel. The forms have data fields for planned and completed training, date of most recent IDP, and various aspects of experience and accomplishments. The forms are shown in 6 FAH-6 H-413 Exhibit H-413A and B, respectively.

c. For Foreign Service nationals, equivalent guidance was issued in ALDAC 02 State 144711.

## **6 FAH-6 H-414 PERFORMANCE APPRAISALS**

(TL:AQM-1; 11-20-2003)


Employee interviews and IDPs should be integrated into the performance appraisal process. The goal is to have in place generic performance standards that reflect the competencies identified in the FAI Contract Specialist Training Blueprints. The employee interview and IDP may be used as part of the process of establishing performance standards for employees. IDPs should reflect the employee's most recent appraisal and plan for any education and training needed to improve performance.

## **6 FAH-6 H-415 THROUGH H-419 UNASSIGNED**

# 6 FAH-6 H-413 Exhibit H-413A

## FORM DS-1911, INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL

(TL:AQM-1; 11-20-2003)

 U.S. Department of State			
<b>INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL</b>			
NAME OF EMPLOYEE BEING RATED ( <i>Last, First, MI</i> )	EFFECTIVE DATE OF PLAN (mm,dd,yyyy) FROM TO		
PRESENT POSITION/GRADE & TITLE	BUREAU/OFFICE OR POST		
WORK TELEPHONE NO.	NAME OF SUPERVISOR		
TITLE OF SUPERVISOR			
SHORT TERM CAREER GOALS (ONE YEAR)	LONG TERM CAREER GOALS (3 TO 5 YEARS)		
ASSIGNMENT HISTORY WITHIN ACQUISITION OFFICES			
TITLE	SUPERVISORY EXPERIENCE (Click block for Yes or No)	START DATE (mm-dd-yyyy)	END DATE (mm-dd-yyyy)
EDUCATION (Type: college, trade school, union apprenticeship, military school)			
INSTITUTION	DEGREE	MAJOR FIELD	LOCATION

DS-1911  
11-2002

ATTACH ADDITIONAL PAPER FOR MORE SPACE

Page 1 of 2

## Continuation—6 FAH-6 H-413 Exhibit H-413A

<b>TRAINING PLANNED/APPROVED</b> (Type: TC = Technical, A/M = Administration/Management, M = Mandatory, FC = Formal Classroom, D = Distance Learning, C = Correspondence, AS = Acceptable Substitute Training, ET = Equivalency Test, O = Other)					
TITLE	DATE	LOCATION	GIVEN BY	NO. OF HOURS	TYPE
<b>CURRENT WARRANT LEVEL</b>					
LEVEL OF WARRANT		TYPE OF WARRANT	DATE ISSUED (mm-dd-yyyy)	RESTRICTIONS	
<b>MEMBERSHIP/CERTIFICATION</b> (Type: M = Membership, C = Certification)					
ACTIVITY			TYPE	DATE (mm-dd-yyyy)	
<b>PRIVACY ACT STATEMENT</b>					
This information is collected under the authority of 5 U.S.C. Section 4101 et seq., 41 U.S.C. Section 414, Executive Order 12931, and Office of Federal Procurement Policy Letter 92-3 and 97.1. The Primary users of this information will be the Office of the Procurement Executive and each contracting activity's training officer within the affected Bureau who can determine current and future training requirements of individuals performing procurement duties. This information is gathered to ensure that proper recognition is given to individual employee for his/her performance record. Furnishing information on this form is voluntary, but failure to do so may result in the inability to identify appropriate training opportunities for professional development or to accord proper recognition for performance.					

COMPLETE DS-1911A TO LIST COMPLETED TRAINING AND DEVELOPMENTAL ASSIGNMENTS

Page 2 of 2

**6 FAH-6 H-413 Exhibit H-413B**  
**FORM DS-1911A, INDIVIDUAL DEVELOPMENT**  
**PLAN FOR ACQUISITION PERSONNEL –**  
**TRAINING AND ON-THE-JOB DEVELOPMENT**

(TL:AQM-1; 11-20-2003)



U.S. Department of State

INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION  
PERSONNEL - TRAINING AND ON-THE-JOB DEVELOPMENT

TRAINING COMPLETED (Type: TC = Technical, A/M = Administration/Management, M = Mandatory, FC = Formal Classroom, D = Distance Learning, C = Correspondence, AS = Acceptable Substitute Training, ET = Equivalency Test, O = Other)

[illegible]